



June 22, 2017

Northeast Joint Summer Session  
P.O. Box 6031  
Morgantown, WV 26506

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Event Dates: June 11 – June 15, 2017

Block #: 2664951 – Block Code: NEJSS2017

Banquets & Receptions; PSAV	\$43,683.76
Employee Gratuity	128.00
Bunker Tour	1,074.71
Tax Exempt	-2,149.60
Advance Deposit	-13,500.00

Amount Due: \$ 29,236.87

Please remit payment upon receipt of invoice to:  
The Greenbrier  
300 West Main Street  
White Sulphur Springs, WV 24986  
Attn: Accounts Receivable

*The Greenbrier*  
AMERICA'S RESORT

**NE Joint Summer Session  
US**

**Printed On** 06-19-17  
**Group** NEJSS2017  
**Company** West Virginia University  
**Page No.** 1 of 3

**Block Code** NEJSS2017

**Arrival** 06-09-17

**Departure** 08-08-17

**Room No.** 9024

**Folio No.**

**Cashier**

Date	Description	Debit	Credit
06-12-17	Banquets and Receptions Event ID 6844313/BB ID 2664951/PASSED Hot Canapes 5684551	1,214.01	
06-12-17	Banquets and Receptions Event ID 6844313/BB ID 2664951/PASSED Cold Canapes 5684552	472.12	
06-12-17	Banquets and Receptions Event ID 6844314/BB ID 2664951/Southern Evening (minimum of twenty-five guests) 5684550	10,764.22	
06-13-17	Banquets and Receptions Event ID 7183564/BB ID 2664951/RS-S2 Coffee Service (minimum of five guests) 5684559	1,139.83	
06-13-17	Banquets and Receptions Event ID 7183566/BB ID 2664951/Individual Refreshment Items 5684561	134.89	
06-13-17	Banquets and Receptions Event ID 6844315/BB ID 2664951/Sunrise Lighter Fare Breakfast Buffet (minimum of twelve guests; 2 hour service) 5684557	3,787.71	
06-13-17	Banquets and Receptions Event ID 6844321/BB ID 2664951/The Forum Lunch Buffet (Minimum of twelve guests) 5684563 CONC Northeast Joint Session #9044=>NE Joint Summer Session #9024	4,184.29	
06-13-17	Banquets and Receptions Event ID 6844321/BB ID 2664951/Individual Refreshment Items 5684564 CONC Northeast Joint Session #9044=>NE Joint Summer Session #9024	10.79	
06-13-17	Sam Snead's Club Event ID 6844322/BB ID 2664951/PASSED Hot Canapes 5684554	1,335.41	
06-13-17	Sam Snead's Club Event ID 6844322/BB ID 2664951/PASSED Cold Canapes 5684555	631.29	
06-13-17	Sam Snead's Club Event ID 6844323/BB ID 2664951/The Sneads Dinner (Minimum of fifteen	9,482.77	



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**Room No.** 9024  
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**Cashier**

Date	Description	Debit	Credit
	guests) 5684556		
06-13-17	Banquets and Receptions Event ID 7183565/BB ID 2664951/RS-S2 Coffee Service (minimum of five guests) 5684560	1,139.83	
06-13-17	Banquets and Receptions Event ID 7183567/BB ID 2664951/Individual Refreshment Items 5684562	299.46	
06-13-17	PSAV Audio/Visuals Event ID 6844321/BB ID 2664951/Equipment and pricing per PSAV 7458490	320.61	
06-14-17	Banquets and Receptions Event ID 7183569/BB ID 2664951/RS-S2 Coffee Service (minimum of five guests) 5684567	999.54	
06-14-17	Banquets and Receptions Event ID 7183570/BB ID 2664951/Individual Refreshment Items 5684568	134.89	
06-14-17	Banquets and Receptions Event ID 6844324/BB ID 2664951/Morning Delight (minimum of twelve guests; 2 hour service period) 5684565	3,643.38	
06-14-17	Banquets and Receptions Event ID 6844330/BB ID 2664951/Cafe Carleton Lunch (minimum of twelve guests) 5684569	2,614.17	
06-14-17	PSAV Audio/Visuals Event ID 6844318/BB ID 2664951/Equipment and pricing per PSAV 7450819	722.50	
06-14-17	PSAV Audio/Visuals Event ID 6844318/BB ID 2664951/Event Technology Support 7450818	207.72	
06-16-17	PSAV Audio/Visuals Event ID 6844329/BB ID 2664951/Event Technology Support 7478749	83.09	
06-16-17	PSAV Audio/Visuals Event ID 6844329/BB ID 2664951/Equipment and pricing per PSAV 7450820	180.62	
06-16-17	PSAV Audio/Visuals Event ID 6844328/BB ID	180.62	



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**Folio No.**

**Cashier**

Date	Description	Debit	Credit
	2664951/Equipment and pricing per PSAV 7458491		
	<b>Balance Due</b>	<b>43,683.76</b>	

Guest Signature

**I agree to remain personally liable for the payment of this  
account if the corporation or other third party fails to pay part  
or all of these charges.**

"Thank you for helping to preserve the history of The Greenbrier."





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Arrival 06-09-17  
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Folio No.  
Cashier

Date	Description		Debit	Credit
06-14-17	Employee Gratuity	Line# 9024 : CHECK# 5206	38.00	
06-18-17	Employee Gratuity	Line# 9024 : CHECK# 5225	90.00	
Balance Due			128.00	

Guest Signature

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**Room No.** 9024  
**Folio No.**  
**Cashier**

Date	Description		Debit	Credit
06-12-17	Bunker Tour	Line# 9024 : CHECK# 8902	1,074.71	
Balance Due			1,074.71	

\_\_\_\_\_  
Guest Signature

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**Block Code** NEJSS2017

**Arrival** 06-09-17

**Departure** 08-08-17

**Room No.** 9024

**Folio No.**

**Cashier**

Date	Description	Debit	Credit
06-20-17	PSAV Manual Tax Adjustment Tax Exempt HPF Tax NE Joint Summer Session	-5.86	
06-20-17	PSAV Manual Tax Adjustment Tax Exempt NE Joint Summer Session	-90.10	
06-20-17	Sam Snead's Banquets Tax - HPF Tax Exempt HPF Tax NE Joint Summer Session	-33.11	
06-20-17	Banq. & Recept. Banquets Tax - H Tax Exempt HPF Tax NE Joint Summer Session	-88.31	
06-20-17	Sales Tax Adjustment Sales Tax Exempt NE Joint Summer Session	-1,867.68	
<b>Balance Due</b>		<b>-2,085.06</b>	

Guest Signature

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Arrival 06-09-17  
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Cashier

Date	Description	Debit	Credit
06-20-17	Sales Tax Adjustment		
	Bunker Tour HPF and Sales Tax Exempt	-64.54	
	NE Joint Summer Session		
	Balance Due	-64.54	

Guest Signature

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Date	Description	Debit	Credit
06-09-17	Advance Deposit	3rd Deposit	5,000.00
06-09-17	Advance Deposit	2nd deposit	2,500.00
06-09-17	Advance Deposit	Invoice 2017-37 Deposit	5,000.00
06-09-17	Advance Deposit	Deposit	1,000.00
<b>Balance Due</b>		<b>-13,500.00</b>	

Guest Signature

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PCPS FORM  
004

## 2 EVENT DATE

06/12/17

### 3 LOCATION

White Sulphur Springs, WV

## 4 VENDOR

The Greenbrier

Email	<a href="mailto:RSNickelson@mail.wvu.edu">RSNickelson@mail.wvu.edu</a>
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Northeast Joint Summer Session hosted by West Virginia University Extension Service--There were between 50-100 representatives from 16 Land Grant Colleges and Universities from the Northeast in attendance.

[illegible]

*If the group is larger than 20, a list of attendees is not required, however - please provide information regarding the relationship of the group to WVU/WVURC.*

### Signatures & Dates

Signature \_\_\_\_\_

6/26/17

I have read and understand the University's Hospitality Policy, WVU-PS-7, and attest that this event is in compliance with it.



## INVOICE

<b>SUPPLIER</b> GREENBRIER HOTEL 300 W MAIN ST WHITE SULPHUR SPRINGS, WV 24986		<b>INVOICE #</b> NEJSS2017  <b>DATE</b> 06-22-2017	
PO NUMBER		GOODS RECD DATE	<b>06-16-2017</b>
CONTRACT NUMBER		INVOICE RECD DATE	<b>06-29-2017</b>
ACCOUNT NUMBER		SERVICE BEGIN DATE	<b>06-12-2017</b>
LEASE NUMBER		SERVICE END DATE	<b>06-16-2017</b>

Line	QTY	Unit	Description	Unit Price	Amount
1	1		Northeast Joint Summer Session hosted by West Virginia University Extension Service	29,236.87	29,236.87

INVOICE AMOUNT : **\$ 29,236.87**

**GAXUGX1062917902**

Invoice Certified by:  
Rachel Hays  
Associate Director, Payment Services  
West Virginia University